

d. Filing System

A complete filing system for correspondence, office information and subject data, has been installed. A manual explaining this method of filing has been left with the organization and the staff instructed in its use. The system is very simple in operation, but comprehensive enough to take care of the requirements of a Chamber of Commerce for which it is especially designed.

Quarters and Equipment

The present quarters on the third floor of the Gilmer Building are in many respects well adapted to the needs of the organization. They suffer, however, from the handicap of being rather inaccessible - a feature which should be given particular attention in a public service body such as the Chamber of Commerce. Quarters on the ground floor, or a second floor location with an entrance easy of access to the stranger should be found if possible. In the meantime the present quarters can be improved by partitioning off some part of one of the offices, or the assembly room, as a stock room and work room. Exterior signs on the building could also be used to direct strangers to the quarters.

The present equipment of the organization should be increased by the purchase of a mimeograph, addressograph and sealer.

CONTINUATION SERVICE OF THE AMERICAN CITY BUREAU

Services Specified in Contract

This opportunity is taken to direct attention to the definite future services of the Bureau according to the contract:

(h) After the close of such installation service to present to the organization:

1. A special report to the directors embodying the program of work developed in accordance with section (c), and a written manual of organization procedure, together with recommendations for its application and use.